
How-to-CardTM

for

IANKEYTM

**Two Fingers to Touch-Typing
Conversion Course**

**The easy way to fast and
accurate typing**

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How-to run IANKEY

To run IANKEY normally, do the following: (You type what is in brown.)

A>I **RETURN** *

IANKEY will keep a brief record of your progress: your speed and accuracy scores for each exercise.

For a fuller, Error record, add an 'E' as follows:

A>I E **RETURN** (Note the space)

This records everything that you type and the Error Analysis. If your name is JR the resulting files will be called, for example, JR.E1, JR.E2, for Lessons 1 & 2 respectively. You can inspect them using your wordprocessor. These files will take up quite a lot of space on your record disk. So you may have to erase them or make room for them from time to time. (IANKEY will warn you if you are running out of disk space.) Your normal record file would be called JR.REC.

Then follow the instructions which the IANKEY program itself will give you.

If you get strange characters on the screen or if words are written over each other, then your program has not been properly installed. Refer to the instructions which IANKEY was supplied with, and run IANSTAL.

*The **RETURN** key may be called ENTER, NEWLINE, CR or ↵ on your computer.

Reminder: ESCAPE for HELP!

You can press the **ESCAPE** key for **HELP!** at any time if you want to do something other than what the program expects you to do. The program will then give you a menu. Pressing:

- B** will turn the error **Bleep** on or off
- K** will turn the **Keyboard** display on or off
- P** will allow you to get a **Printed** copy of your record
- L** will allow you to move to another **Lesson** and/or **Exercise** – to repeat what you have already done, or to move forwards.
- S** will take you to another menu to change your **Skill** level: press
 - S** again to alter your target **Speed**
 - A** to alter your **Accuracy** target – the % of characters correct – (we suggest at least 90, moving to 100)
 - R** to change the number of times you are prepared to **Repeat** an exercise if you do not reach your targets
- RETURN** takes you back to the Lesson when you have finished making changes.
- X** to **EXIT** from the program. To save your record you must exit in this way. Do not reset the computer or part of your results will be lost.

If you need to stop in the middle of an exercise (to answer the phone, say), press **ESCAPE**, and this will stop the timer until you go back to the exercise.

IANKEY files.

IANKEY normally has the following files. Make a note of which disk each file is on for your computer system.

Filename	Description
I .EXE	First part of IANKEY Program*
IANKEY .OVR	Second part of I.EXE
IANKEY2 .OVR	Third part of I.EXE
IANSTAL .DAT	Tells IANKEY about your computer. Created by IANSTAL.EXE.
IANKEY .000	Introductory material
IANSTAL .COM	Installation program**
IANSTAL .HLP	Data and help for IANSTAL**

IANKEY.001 Lesson 1: Ex 1-4 : Initial Test
IANKEY.002 Lesson 2: Ex 1-15: Correct Hand/Shift
IANKEY.003 Lesson 3: Ex 1-15: Index Finger
IANKEY.004 Lesson 4: Ex 1-15: Middle Finger
IANKEY.005 Lesson 5: Ex 1-15: Ring and Little Fingers
IANKEY.006 Lesson 6: Ex 1-25: General...
IANKEY.007 Lesson 7: Ex 1-25: typing...
IANKEY.008 Lesson 8: Ex 1-25: practice.
IANKEY.099 Lesson 99: Information on IANSYST

In addition when you run the program it will create:

YOURNAME.REC and, if you use the 'E' option,
YOURNAME.E1 , (the error file for Lesson 1)...
YOURNAME.E2 , ...etc for each lesson.

* File suffixes may be slightly different e.g. COM, (for CP/M-80) or CMD (CP/M-86) instead of EXE, and OVL (CP/M-80) instead of OVR.

** IANSTAL.EXE and .HLP are often not included if IANKEY is ready to run. In any case they are not needed on your working disk.

IANKEY's screen

The screen display tells you

Your speed

Your errors as a percentage

The text to type comes here

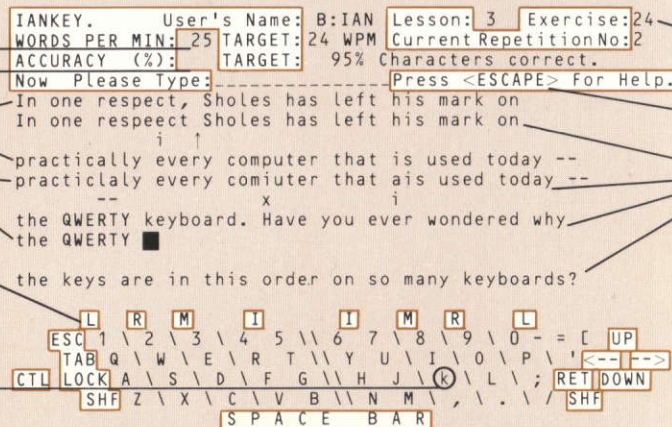
You type here, below it

Letters at the top of the slanting columns tell you which finger to use (Index, Middle, Ring, Little)

The computer flashes the next character it expects you to type.

You should only look at this diagram if you need reminding where the key is, or which finger to use.

You can alter the display so that it matches your own keyboard by editing the file IANKEY.000.



The screen display reminds you

Which lesson & exercise you are on

Your speed target

Your accuracy target

To press **ESCAPE** if in doubt

The computer marks your errors below in this line:

c: a capital letter was wrong

^ or ↑: you missed out a character

x: you typed the wrong character

--: you put two characters the wrong way round

i: you inserted an extra character

During an exercise it may take the computer a few characters to work out exactly what you did wrong.

After an exercise the computer also reminds you what you scored the previous exercise and your average score for the whole session.

When you use IANKEY

How-to organise your disks

When you have worked out the best way to organise disks on *your* system, mark the relevant bits on this page or paste your own (simpler!) instructions in here.

Iankey is a big program with a lot of practice material. So it fills two single density 5¼" disks or one single density 8" disk.

If you need two disks to contain all the IANKEY files the normal way to run IANKEY is to put your working Program Disk (**not** the original copy which you bought) in Drive A and the Lesson Files Disk (again the copy you made, not the original) in Drive B. The program will normally keep your progress record on Drive A.

If you only need one disk to contain all the IANKEY files, you may have a separate disk for your record files, which you could then put in drive B. If you still have plenty of room on your program disk, (at least 20k say) you could keep your progress record on the same disk as the program itself.

If you have very small capacity disks, the computer will also tell you when, at a particular moment, you can insert a record disk (normally in Drive A) to replace the Program Disk. The record disk need only contain your record file and the files called IANKEY.OVL and IANKEY2.OVL. These two 'overlay' files are needed whilst the program is running. (Alternatively you could put them on the same disk as the lessons that you are currently using).

In fact the program can deal with having any file on any disk that you choose. **The disk for your progress record must not be write protected.** That is to say, the small notch in the edge of the disk must be left open (if it is 5¼") or covered (if it is 8").

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A little hard work

Clever as it is, IANKEY will not convert you into a fluent typist on its own! You must practice, either little and often or for longer, concentrated sessions. Above all insist on using the right fingers whenever you type, even though this slows you up at first. Bad habits are harder to get out of than to get in to!

IANKEY will help you increase speed and accuracy even if you do still look at the keys and use the wrong fingers. But total keyboard mastery requires more discipline. Perhaps we should provide a device to slap your wrists every time you use the wrong finger...